

Addition to Administrative Schedule 16, item 8. Committee and Conference Files

New Item:

8. d. Records of national and international conferences and conventions.

(1) Conferences/conventions sponsored by the Department and/or its contractor(s) and which meet at least two of the following criteria: (i) were the subject of Congressional or White House interest, (ii) came under intensive public scrutiny, or (iii) resulted in significant changes to Departmental programs or national energy policies.

- (1) Sponsor's files including, but not limited to, plans, announcements, invitations, agenda, papers presented, summaries, evaluations, and related reports maintained by the Office, Division, Field site, or contractor responsible for coordinating the conference/convention.

Permanent. Cutoff files after completion. Transfer to NARA 20 years after cutoff.

- (2) Records held by other offices.

Destroy when 3 years old or when no longer needed.

- (2) All other conferences/conventions sponsored by DOE and/or its contractor(s).

- (1) Sponsor's files including, but not limited to, plans, announcements, invitations, agenda, papers presented, summaries, evaluations, and related reports maintained by the Office, Division, Field sites, or contractor responsible for coordinating the conference/convention.

Destroy when 15 years old.

- (2) Records held by other offices.

Destroy when 3 years old or when no longer needed.

(3) Conferences, conventions and seminars not sponsored by DOE and/or its contractor(s).

- (1) Reports containing summaries of views presented, actions taken by the assembly, and of DOE or Laboratory participation.

Destroy when 10 years old.

- (2) All other records.

Destroy when 3 years old or when no longer needed.